

Memorandum

*Flex your power!
Be energy efficient!*

To: DEPUTY DIRECTORS
DISTRICT DIRECTORS
DIVISION CHIEFS
PROGRAM MANAGER

Date: March 3, 2003

From: TONY V. HARRIS 
Chief Deputy Director

Subject: 2002-03 In-State Travel Reductions

On February 13, 2003 the Governor's Office put in place restrictions on State expenditures. This directive includes significant restrictions on in-state travel. Effective immediately, all districts and divisions are directed to implement the following actions relating to reducing in-state travel expenditures for the remainder of this year:

- Canceling or postponing any non-essential travel such as travel to seminars, conferences, or training. Only critical program/project-related travel should be approved. An exception to this policy will be allowed for all participants in the on-going Leadership Training Program.
- When attending a critical seminar or conference, only one departmental employee should represent the Department.
- In place of physical attendance at meetings, there should be increased utilization of the Department's video and/or teleconferencing equipment statewide. Such utilization is less expensive than travel to attend meetings.
- For critical program/project-related travel, the most efficient and economical means of transportation and travel should be employed including utilizing carpooling, reliance on public transportation, and any other means to save travel expenses.
- When travel is necessary, it should be scheduled to avoid the need for employees to stay overnight in order to avoid per-diem charges.

These proposed current year reduction strategies must be successfully implemented in order to generate savings. The Governor's directive estimates that the State can save 35 percent of its travel expenditures by implementing restrictions on travel. Your full cooperation is necessary to assure that only absolutely essential travel is conducted. Each of you is responsible for ensuring only essential travel is occurring in your operation.

Any questions related to this memo should be directed to Bob Sertich, Chief, Division of Budgets, at (916) 654-4556 (8-464-4556 Calnet).